





Please indicate your availability on the following dates for a 15-minute interview with the Danville Town Council:

Date:	Yes	No
Date:	Yes	No
Date:	Yes	No

You will be contacted to confirm the date, time and location of the interview.

Date/time submitted: \_\_\_\_\_

Submit completed application to the City Clerk:

E-mail: [msunseri@ci.danville.ca.us](mailto:msunseri@ci.danville.ca.us)  
Fax: (925) 838-0548  
Mail: City Clerk, Town of Danville, 510 La Gonda Way, Danville, CA 94526

## **2-10 PARK AND LEISURE SERVICES COMMISSION.**

### **2-10.1 Creation of Town Park and Leisure Services Commission.**

A Park and Leisure Services Commission of the Town of Danville is hereby established. The Park and Leisure Services Commission consists of eight (8) regular members, one (1) of which shall be a Youth Commissioner as defined in Section [2-10.2](#) of this section, and one (1) alternate member, all of whom shall be appointed by the Town Council. (Ord. #89, §3-201; Ord. #90-14, §2; Ord. #2004-03, §1)

### **2-10.2 Qualifications.**

All members shall by experience, training, education, occupation or avocation, have demonstrated knowledge of and interest in park, recreation, cultural, or arts facilities, or leisure and human services. (Ord. #89, §3-202)

### **2-10.3 Term of Office.**

With the exception of the Youth Commissioner, the term of office of each member of the Commission shall be four (4) years unless otherwise determined by the Town Council. The term of each Youth Commissioner shall be two (2) years. Each member shall serve until their successor is appointed and qualified. (Ord. #89, §3-203; Ord. #89-7, §1; Ord. #90-14, §3; Ord. #94-18, §1; Ord. #95-3, §4; Ord. #2004-03, §2)

### **2-10.4 Removal or Vacancy.**

A member of the Commission may be removed by a majority vote of the Council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (Ord. #89, §3-204)

### **2-10.5 Time and Place of Regular Meeting.\***

The Commission shall hold at least one (1) regular monthly meeting. The Commission shall fix the time and place of its regular meetings by resolution or by-law. Special meetings may be called as necessary. All meetings of the Commission are open to the public and the Commission shall give notice of its meetings as required by law. (Ord. #89, §3-206; Ord. #94-18, §2)

\* Editor's Note: Ordinance No. 94-18, §2, repealed former subsection [2-10.5](#), Absence from Meeting; Duties of Alternate Members and renumbered former subsections 2-10.6 through 2-10.12 to subsections 2-10.5 through 2-10.11.

### **2-10.6 No Compensation for Member; Reimbursement of Expense.**

Members of the Park and Leisure Services Commission do not receive compensation for attendance at Commission meetings, but are entitled to reimbursement for expenses incurred in the course of their duties upon approval by the Town Council (Ord. #89, §3-207; Ord. #94-18, §2)

### **2-10.7 Chair and Vice-Chair.**

The Commission shall elect a Chair and Vice-Chair from among its members. The Chair and Vice-Chair serve for a term of one (1) year and until the successor of each is elected and qualified. (Ord. #89, §3-208; Ord. #94-18, §2)

#### **2-10.8 Adoption of Rules.**

The Commission shall adopt rules for the transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations. (Ord. #89, §3-209; Ord. #94-18, §2)

#### **2-10.9 Quorum.**

Four (4) members of the Commission constitute a quorum for the transaction of business. (Ord. #89, §3-210; Ord. #94-18, §2)

#### **2-10.10 Duties of Officers of the Commission.**

a. *Chair.* The Chair shall preside at all meetings of the Commission. The Chair shall appoint all committees and shall perform all the duties necessary or incidental to the office.

b. *Vice-Chair.* The Vice-Chair is Chair in the absence or inability of the Chair to act.

(Ord. #89, §3-211; Ord. #94-18, §2)

#### **2-10.11 Duties and Powers of the Commission.**

The Park and Leisure Services Commission shall:

a. Be the primary advisory body to the Town Council on acquiring the developing park, recreation, cultural, and arts facilities and providing leisure and human service programs for Town residents;

b. Recommend to the Council for adoption a comprehensive Park, Open Space, Trails, Public Facilities and Recreation Master Plan; review the Plan biannually and recommend revisions as needed to the adopted Plan;

c. Hold public meetings, conduct surveys, and use other reasonable methods to determine community park, recreation, cultural, and human service needs and recommend actions to meet those needs to the Town Council;

d. Review site plans for public park, recreation, art, or cultural facilities and recommend plans and specifications to the Council for advertisement for bid;

e. Review and comment on all subdivisions and other development proposals in which land is proposed for dedication, credit for private open space is requested, projects on school lands or other significant park, creek, trail, or open space concerns exist;

f. Review and comment on the annual implementation of the Capital Improvement Program;

g. Recommend to the Council for adoption facility use policies including fees, restrictions, priorities and other concerns and review the adopted policies and fees annually recommending changes as needed.

h. Review, and recommend revisions to the Community Beautification Plan as necessary;

i. Consider improvements to the condition of Town recreation facilities annually; and

- j. Perform other duties prescribed by the Council.

(Ord. #89, §3-212; Ord. #94-18, §2)

**2-10.12 Qualifications and Role of Youth Commissioner.**

The Town Council shall appoint a Youth Commissioner to serve on the Commission to represent the interests of Danville youth. The Youth Commissioner shall be a Danville resident of high school age. The Youth Commissioner shall have the same obligations and authority of all other commissioners. (Ord. #2004-03, §3)

**2-10.13 Residency Requirements.**

All members of the Commission shall be residents of the Town of Danville. (Ord. #95-3, §5)

**2-10.14 Commission Alternate.**

The Town Council may, at its discretion, appoint one (1) alternate to the Park and Leisure Services Commission. The alternate member of the Commission shall attend all meetings of the Commission. If a regular member of the Commission is absent or required to abstain from all or any part of a Commission meeting, the alternate member shall participate in place of the absent member, with all rights and privileges of a regular member, including the authority to vote on matters before the Commission. (Ord. #2004-03, §4)